

**FOR OUT OF STATE ATTORNEYS ONLY**

**INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT  
TO PRACTICE LAW IN THE UNITED STATES DISTRICT COURT,  
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

A written application must be filed with the Clerk of Court in order to be admitted to practice in the United States District Courts for the Eastern and Western Districts of Arkansas. For this purpose, the attached *Petition for Enrollment* must be completed.

Each applicant is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** certificate of good standing from the Clerk of the Supreme Court from the state where you reside and from the Clerk of the United States District Court where you are enrolled.

Your *Petition for Enrollment*, *Personal History Statement*, *Certificate of Good Standing* and \$55.00 fee, which includes a \$50.00 enrollment fee and a \$5.00 annual assessment for the “Library Fund”<sup>1</sup> pursuant to Local Rule Appendix XI, should be mailed or presented to the:

Clerk  
U.S. District Court  
Eastern District of Arkansas  
600 West Capitol Avenue, Suite 402  
Little Rock, AR 72201-3325

If your petition and all supporting documents are in order, a *Certificate of Enrollment* will be sent to you by return mail. If you have any questions, please call the Office of the Clerk at (501) 604-5351.

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<sup>1</sup> Hereafter, the “Library Fund” fee will be assessed and collected on a biennial basis; the biennial assessment fee is \$10.00.

**(Distribute Only During Odd Fiscal Years)**

**UNITED STATES DISTRICT COURT  
EASTERN AND WESTERN DISTRICT OF ARKANSAS**

**PETITION FOR ENROLLMENT**

\_\_\_\_\_  
Ex Parte

TO THE HONORABLE JUDGE OF THE DISTRICT COURT OF THE UNITED STATES  
FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS:

Your petitioner respectfully shows the Court that I am a citizen of the United States and over the age of twenty-one years and of good moral character; that I possess the requisite qualifications of learning and ability to practice as an attorney and counselor at law in this Court; that I am regularly enrolled as an attorney and counselor at law in the Supreme Court where I reside.

Wherefore, Petitioner prays the Honorable Court to make an order authorizing me to practice as an attorney at Law in the Court.

\_\_\_\_\_  
Petitioner

APPROVED BY:

\_\_\_\_\_  
United States District Judge

\_\_\_\_\_  
Date Approved

*Prepared By:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## PERSONAL HISTORY STATEMENT

1. Name \_\_\_\_\_
2. Home Address \_\_\_\_\_
3. Business Address \_\_\_\_\_  
Firm \_\_\_\_\_  
Street Address \_\_\_\_\_  
P.O. Box \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_
4. State Supreme Court Registration Number \_\_\_\_\_
5. Place of Birth \_\_\_\_\_
6. Date of Birth \_\_\_\_\_
7. Are you in sound physical and mental condition? \_\_\_\_\_
8. Are you a citizen of the United States? \_\_\_\_\_
9. What has been your occupation during the past five years? \_\_\_\_\_  
\_\_\_\_\_
10. Have you ever been discharged from any position? \_\_\_\_\_ If so, for what reason? \_\_\_\_\_  
\_\_\_\_\_
11. Have you ever been arrested and/or convicted for any breach or violation of any law? \_\_\_\_\_  
If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
12. Have you ever been sued? \_\_\_\_\_ If so, give particulars: \_\_\_\_\_  
\_\_\_\_\_
13. Give three references:

Name	Occupation	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education:

Name and Location of School

Dates Attended

Degree

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Other Studies and Training for Legal Profession: \_\_\_\_\_

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15. Are you now working in State or Federal Government? \_\_\_\_\_

16. Are you now actively engaged in the practice of law? \_\_\_\_\_

17. Give a telephone number where you may be reached for purposes of notification regarding this petition: \_\_\_\_\_

I certify that I have read and understand the local rules of this Court and that I agree to attend all conferences set by the Court or I shall associate local counsel to attend in my absence.

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Applicant

**\*\*NOTARY\*\***

*Subscribed and sworn before me by the above-named applicant, this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_*

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*Signature and Title*

*My commission expires: \_\_\_\_\_*

ATTORNEY'S OATH

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will conduct and demean myself as an attorney of this Court and uprightly and according to law and that I will support and defend the Constitution of the United States, so help me God.

\_\_\_\_\_  
Applicant

**\*\*NOTARY\*\***

*Subscribed and sworn before me by the above-named applicant, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_*

\_\_\_\_\_  
*Signature and Title*

*My commission expires:* \_\_\_\_\_